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ABSTRACT

This instructor's manual contains activities for teaching students about desirable and objectionable personality traits, the role that physical appearance plays in the way that others perceive them, business manners, and character traits. It is designed for use in three to four periods in classes in prevocational education in South Carolina. The guide describes the activities, sets goals for student attainment, provides instructional objectives to meet the goals, and then gives directions for implementing the activities (including materials and resources required, class preparation, and class presentation). The guide also contains 3 student worksheets and 15 transparency masters which are suitable for duplication. (KC)

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WORLD OF WORK - PERSONALITY DEVELOPMENT

Kit No. WW-703

INSTRUCTOR'S MANUAL

State Department of Education
Office of Vocational Education
Prevocational Education
Columbia, South Carolina 29201

CE 040653

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TITLE OF ACTIVITY

Kit No. 703, World of Work -- Personality Development

DURATION

Main Activity -- 3 to 4 periods

GOALS

The student will understand the difference between desirable and objectionable personality traits.

The student will understand the role that physical appearance plays in how others perceive you.

The student will make an assessment of his/her physical characteristics.

The student will make an assessment of his/her business manners.

The student will make an assessment of his/her character traits.

INSTRUCTIONAL OBJECTIVES

The student will view and discuss transparencies on personality traits.

The student will view and discuss transparencies on physical appearance.

Using work sheet Form 3-1, the student will identify his/her physical characteristics.

The student will construct a bulletin board display that exemplifies good grooming.

The student will list those grooming habits that they find objectionable in others.

The student will view and discuss transparencies on character traits.

Using work sheet Form 3-2, the student will identify his/her business manners.

Using work sheet Form 3-4, the student will identify his/her character traits.

VOCATIONAL CLUSTERS

Agriculture Education
Marketing and Distributive Education
Health Occupations Education
Home Economics Education
Business Education
Trade and Industrial Education

ACTIVITY IMPLEMENTATION

A. Activity Description

By means of class discussions, worksheets, and bulletin board displays, students will be made aware of the importance of physical and mental characteristics as they relate to personality development.

B. Safety

Care must always be taken when handling scissors.

C. Materials Required

1. Audio Visual Equipment
   Projector Screen
   Overhead Projector
   16 mm projector (if free film is used.)
2. Technical Equipment

Transparencies:

-- Personality Traits -- Desirable
-- Personality Traits -- Objectionable
-- Physical Appearance -- Facial Expression
-- Physical Appearance -- Posture
-- Physical Appearance -- Poise or Self-Control
-- Physical Appearance -- Grooming
-- Physical Appearance -- Voice and Speech
-- Character Traits -- Honesty
-- Character Traits -- Dependability

-- Character Traits -- Loyalty
-- Character Traits -- Resourcefulness
-- Character Traits -- Imagination
-- Character Traits -- Enthusiasm
-- Character Traits -- Courtesy
-- Character Traits -- Tact

3. Expendable Materials

(Most of these are available as school supplies.)

Pencils with erasers (Have students bring these.)
Paper for activities
Colored paper for bulletin board
Stapler and staples
Scissors (4 or 5 pairs)
Lettering guides
Glue
Old magazines and newspapers

D. Preparation Prior to Class

Study material.
Duplicate masters or forms.

Schedule dates for use of the overhead projector and 16 mm projector if free films to be used.

Ask each student to bring a pencil with eraser and paper.

Ask students to bring old magazines.

Get out paste, colored paper, scissors, and lettering guides.

Check to see if a representative from a company that deals in cosmetic and grooming aids will come and give a lecture/demonstration on "Good Grooming."

E. During Class Session

Using transparencies 1 and 2, discuss personality traits, both desirable and objectionable.

Use transparencies 3 to 7, Physical Appearance, to discuss physical characteristics.

Distribute work sheet Form 3-1. Have students identify their physical characteristics and discuss.

Have representative of company dealing in cosmetics and grooming aids give class lecture/demonstration on "Good Grooming."

Give students colored paper, scissors, paste, lettering guides, old magazines, and ask them to develop ideas on "Good Grooming" for a bulletin board. They may be divided into 3 or 4 groups to work on ideas. Put best idea on bulletin board.

Let the students make a list of "pet peeves," things they dislike about people's grooming habits. They might include good and bad manners in the list. These "pet peeves" might be aired through a panel discusion.

Show and discuss transparencies 8 to 15, Character Traits.

Distribute work sheet Form 3-2 to students. Have students follow instructions on Form 3-2 for completing the form.

Discuss the student responses to Form 3-2.

Distribute work sheet Form 3-4 to students. Have students follow instructions on the form for its completion. DO NOT distribute the answers (last page of the form) until the students have answered the questions.

Discuss student responses to Form 3-4.

MASTERS FOR DUPLICATION

Work sheet Form 3-1 -- Check Your Physical Characteristics
Work sheet Form 3-3 -- Check Your Business Manners
Work sheet Form 3-4 -- Check Your Character Traits

Form 3-1
Check Your Physical Characteristics

Do you know how others see you? Could you be described as having a neat appearance? Place a check mark before each item below which describes yourself as you believe others see you. Be honest in making this list.

Hair	
____ Natural	____ Greasy
____ Average length	____ Long
____ Combed	____ Mussed
____ No dandruff	____ Dandruff
____ Clean	
Face	
____ Clean	____ Dirty
____ Clear skin	____ Pimples
____ Shaved	____ Beard
Hands	
____ Clean	____ Dirty
____ Clean nails	____ Dirty nails
____ Trimmed	____ Ragged nails
Clothing	
____ Conservative	____ Exotic style
____ Good Fit	____ Poor fit
____ Clean shirt, collar, cuffs	____ Dirty shirt, collar, cuffs
____ Clean underwear	____ Dirty underwear
____ Pressed trousers	____ Tight, unpressed trousers, or baggy trousers
____ All buttons intact	____ Buttons missing
Shoes	
____ Conventional style	____ Exotic style
____ Shined	____ Dirty
____ Soles and heels good	____ Heels run over
____ Laces good, tied	____ Laces broken, untied
Breath	
____ Good	____ Halitosis
Body	
____ Clean, no odor	____ Dirty, body odor
Posture	
____ Upright	____ Stooped
____ Shoulders squared	____ Shoulders rounded

Employers are not interested in hiring workers with physical characteristics which fall into the right-hand column.

If you have some checks in the right-hand column, do something to eliminate them starting today.

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Form 3-2

Check Your Business Manners

Good manners and behavior are taught to us from birth. Parents, the church, our teachers, and associates have all had a part in teaching us good manners.

Good business manners must be practiced by employees who want to get ahead. Analyze your business manners by marking a T in the blanks before statements which you believe are true, and an O for statements which you feel are false.

___ 1. One should not criticize a person in the presence of others.
___ 2. One should respect the feelings of others.
___ 3. One should tell others of another's mistakes.
___ 4. One should become skilled in being sarcastic.
___ 5. One should often make "wisecracks" to impress the boss.
___ 6. One should never be friendly to strangers.
___ 7. One should make strangers feel at home.
___ 8. One should develop the habit of saying "Thanks," "Pardon me," "Excuse me," "Yes, Sir," "I'm sorry, ma'm," and similar expressions as appropriate.
___ 9. One should avoid embarrassing other persons.
___10. One should often impress others with one's intelligence and skill.
___11. One should be a good listener.
___12. One should be calm in times of stress when things go wrong.
___13. One should never admit to an honest mistake.
___14. One should be critical of the boss in the presence of customers.
___15. One should develop skill in arguing.
___16. One should often "straighten out" the boss to keep him/her well informed.
___17. One should control his/her impatience.
___18. One should treat the boss and older employees equally.
___19. One should "hear a person through" before making suggestions.
___20. One should remain standing when introduced to the boss who is seated, and only be seated when invited.
___21. One should develop a loud voice to attract customers.
___22. Customers like to be shown that they are wrong.
___23. One should recognize and compliment good work of others.
___24. Good business manners can become a part of anyone who tries to develop them.

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Modified to eliminate sex bias.

Form 3-3

Check Your Character Traits

Below is a questionnaire which gives you the opportunity to check your individual character traits. It is sometimes difficult to say just what the correct answers are but in terms of these questions, there are definite answers which fit an ideal pattern. It will be interesting to complete this questionnaire at intervals of several months in order to check on your changing attitudes.

In order to be of value these questions must be answered with complete honesty according to your personal feelings. Remember, this is a test of your individual character traits so if you are really interested in learning about yourself, be completely honest.

We have discussed seven basic character traits in this problem area; namely, honesty, loyalty, resourcefulness, imagination, enthusiasm, courtesy, and tact. You will find questions below which have bearing on each of these seven character traits. When you have completed the questions by answering yes or no, you will be allowed to score your own paper according to the chart that follows the questions.

___ 1. Have you ever stayed home from school because you did not have your homework assignments completed?

___ 2. Do your friends often tell you something and ask you not to tell anyone else?

___ 3. Do you always try to find the answer to a question yourself before asking for help?

___ 4. Are you ever prompted to find a better way to do a routine task because you are bored?

___ 5. Are you always "ready to go" when it comes to starting a new job?

___ 6. When someone helps you with a project, do you always make a point of thanking the person?

___ 7. Are you likely to overlook small mistakes by others because chances are you will make similar mistakes yourself sometime?

___ 8. If someone gives you a good idea which works in your favor, do you always give the person credit for his/her part in your success?

___ 9. When your friends take you into their confidence, are you always sure to keep their secret?

___10. When you are given a difficult assignment, do you try to complete it without asking for assistance?

___11. Can you usually be counted on to come up with new ideas when originality is necessary?

___12. Are you likely to volunteer for work assignments rather than waiting to be told what to do?

___13. Do you tend to be courteous just when it suits you, or when you feel that it might be beneficial to you?

___14. When you know someone else is wrong, do you blurt it out so that everyone knows how smart you are?

___15. Do you consider returning to work regularly five minutes late from a coffee break to be dishonest?

___16. Do you feel that an employee owes his/her employer anything during the employee's off hours?

___ 17. Should a person try to find a substitute item if the exact item a customer asks for is not in stock?

___ 18. Are you always guided in your work habits by the way something was done the last time?

___ 19. Are you willing to give up a little of your "spare time" in order to complete a job which you started?

___ 20. Do you tend to be more courteous toward older people just because they are older?

___ 21. If you want to speak to someone who is talking to a third person, do you just walk up and start talking?

___ 22. Do people often find excuses for not lending you things of value when you ask to borrow them?

___ 23. Do you think it is possible to be "loyal" to several different causes at the same time?

___ 24. If an answer is not immediately obvious to you, will you keep looking until you find a satisfactory answer?

___ 25. Do your friends often turn to you for help in solving problems which require a fresh, new approach?

___ 26. Are you in agreement with the following statement: "When you want something done, ask a busy person to do it"?

___ 27. Does the act of practicing common courtesy give you a pleasant feeling?

___ 28. Have you ever used the, "Yes, but," approach in a discussion?

___ 29. Do you think there is any such thing as being "almost honest"?

___ 30. Do you tend to say whatever fits a given occasion regardless of whether you actually believe it or not?

___ 31. Do you have to be told time after time to do routine jobs at home or at school?

___ 32. Can you visualize a job in its completed form even at the very beginning of the project?

___ 33. Do you find that your emotions tend to rise and fall with the weather conditions?

___ 34. When you compliment someone for a job well done, do you expect to receive a compliment in return?

___ 35. Do you always have to win an argument no matter what the consequence might be?

___ 36. If someone gives you a "dirty deal" do you feel that you have the right to do the same in return if you get the chance?

___ 37. Have you ever deserted a friend because of what someone else said about her/him?

___ 38. If a customer came into your store about five minutes before closing time and wanted to buy items that would run you overtime, would you stay with him until the sale is completed?

___ 39. Have you ever taken a seemingly worthless item and converted it into something of use and value?

___ 40. Do you look forward to getting started on long range projects?

___ 41. Does it bother you to get advice from someone younger than yourself even when you realize that he/she is right?

___ 42. Have you ever voluntarily done a job which appeared to have no immediate reward for you?

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Now that you have completed the questions let us look at where your answers put you in terms of those ideal answers we spoke of earlier. The questions were actually designed to give you some indication for each of the seven character traits discussed in this problem area.

The desirable answers to the questions are:

			Number of Correct Answers
HONESTY			
YES	Questions	6, 15	
NO	Questions	1, 22, 29, 36	_____
LOYALTY			
YES	Questions	2, 9, 16, 23	
NO	Questions	30, 37	_____
RESOURCEFULNESS			
YES	Questions	3, 10, 17, 24, 38	
NO	Questions	31	_____
IMAGINATION			
YES	Questions	4, 11, 25, 32, 39	
NO	Questions	18	_____
ENTHUSIASM			
YES	Questions	5, 12, 19, 26, 40	
NO	Questions	33	_____
COURTESY			
YES	Questions	6, 20, 27	
NO	Questions	13, 34, 41	_____
TACT			
YES	Questions	7, 28, 42	
NO	Questions	14, 21, 35	_____
		Total Correct Answers :	_____

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PERSONALITY TRAITS

DESIRABLE

accurate
agreeable
appreciative
alert
careful
confident
cooperative
conscientious
dependable
energetic
enthusiastic
efficient
honest
kind
loyal
mature
patient
realistic
responsible
tactful
tolerant

Transparency No. 1

PERSONALITY TRAITS

OBJECTIONABLE

antagonistic
argumentive
artificial
boastful
critical
defensive
domineering
greedy
inattentive
militant
moody
rebellious
sarcastic
selfish
sulky
sensitive
timid
untrustworthy
vulgar
vague
vicious

Transparency No. 2

PHYSICAL APPEARANCE

FACIAL EXPRESSION

Transparency No. 3

PHYSICAL APPEARANCE

POSTURE

Transparency No. 4

PHYSICAL APPEARANCE

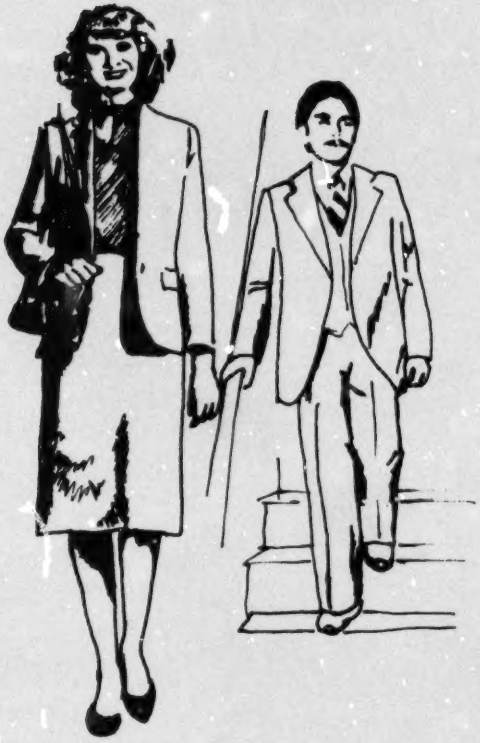
POISE OR SELF CONTROL

Transparency No. 5

PHYSICAL APPEARANCE

FACE

TEETH



HAIR

NEAT CLOTHING

GROOMING

SHOES

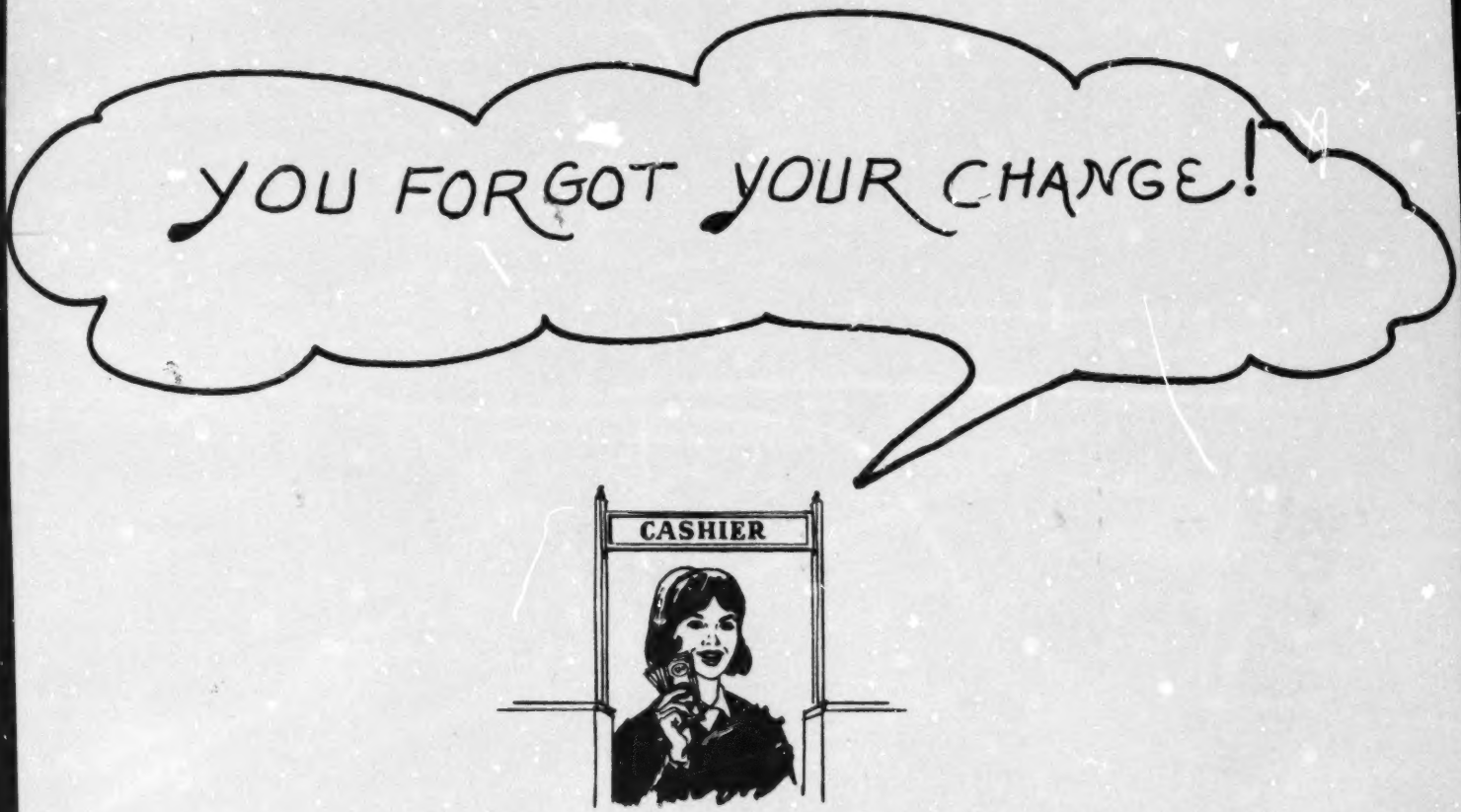
Transparency No. 6

PHYSICAL APPEARANCE

VOICE AND SPEECH

Transparency No. 7

CHARACTER TRAITS



HONESTY

Transparency No. 8

CHARACTER TRAITS

DEPENDABILITY

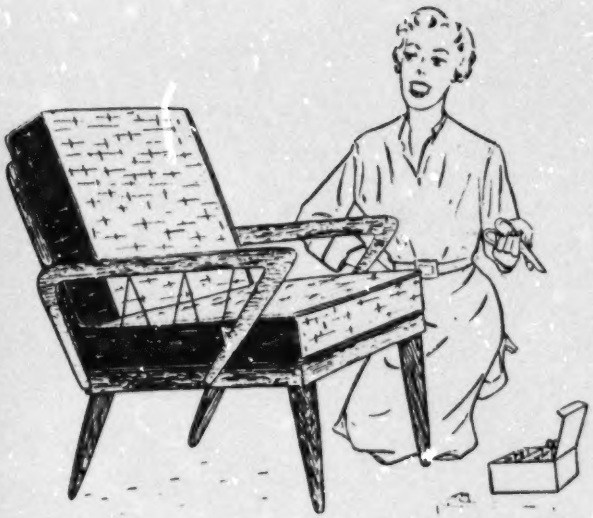
Transparency No. 9

CHARACTER TRAITS

LOYALTY

Transparency No. 10

CHARACTER TRAITS



RESOURCEFULNESS

Transparency No. 11

CHARACTER TRAITS

IMAGINATION

Transparency No. 12

CHARACTER TRAITS

ENTHUSIASM

Transparency No. 13

CHARACTER TRAITS

COURTESY

Transparency No. 14

CHARACTER TRAITS

TACT

Transparency No. 15